

CALL LETTER

3rd TRIENNIAL CONVENTION P.S.A.C. Ontario

December 15th, 2004

TO: All Ontario Local/Branch Presidents, Ontario Component Regional Officers, Ontario Caucus Component Presidents, Regional Women's Committees, Area Council Chairs, Equity Seeking Committees and Ontario Regional Council Members

1) The 3rd Triennial Convention of the Ontario Region of the Public Service Alliance of Canada will be held at the Renaissance Toronto Hotel - Airport, 801 Dixon Road, Toronto, Ontario, from April 29th - May 1st, 2005. Delegate kits can be picked up between 11a.m. - 12:30 p.m. on Friday, April 29th. The Convention will open at 1:00 p.m. on Friday, April 29th and conclude at 5:00 p.m. on Sunday, May 1st, 2005.

2) Representation and Voting at the 3rd Triennial Convention (Section 8)

Sub-Section (1)

Each Local/Branch shall be entitled to one delegate for each 200 members or part thereof, and to one additional delegate for each additional 200 members, or part thereof, based on the membership lists at the time of the convention call.

Sub-Section (2)

- (a) The PSAC Ontario Council members shall be delegates to PSAC Ontario Conventions.
- (b) A PSAC member who holds a PSAC national elected office, a Component President, Component National Vice President and/or Regional Vice-President who is a member of the PSAC Ontario caucus shall be entitled to attend PSAC Ontario Triennial Conventions as a delegate.

Sub-Section (3)

Each accredited PSAC Ontario Regional Women's Committee will be entitled to one delegate to the PSAC Ontario Convention.

Sub-Section (4)

Each accredited PSAC Ontario equity seeking group committee will be entitled to one delegate to the PSAC Ontario Convention.

Sub-Section (5)

Each accredited PSAC Ontario Area Council will be entitled to one delegate to the PSAC Ontario Convention.

- 3) **All costs related to travel to and attendance at the 3rd Triennial Convention are the responsibility of the sending body with the following provisions:**

Delegate Assistance

The PSAC Ontario Council has allocated funds to be used for delegate assistance. Each local/branch or sending body will be entitled to assistance on the basis of 1 delegate to be determined by the sending body. In order to receive delegate assistance monies your registration form must be completed and received by the Regional Executive Vice-President's office **no later than February 15th, 2005**. The intent is to provide some financial assistance for delegates to attend the 2005 Ontario Regional Convention.

Geographic Areas	Subsidy Amount
GTA	\$50
Hamilton/Niagara Falls/Barrie & North	\$150
Southeast	\$170
Southwest	\$185
Northeast	\$295
Northwest (Including James Bay)	\$600

It is possible that these amounts may be increased based on the number of requests received by the deadline date.

- 4) Registration for the 3rd Triennial Convention and Credentials

There is a registration fee of \$50.00. This payment **must accompany** the registration and special needs request form. Please make your cheque payable to PSAC Ontario. Please indicate on the cheque the Local/Branch # and the name of the delegate(s) it is for. **You must pre-register to be a delegate. There will be no Registration beyond the Due Date: March 15th, 2005.** Delegates are required to complete and return the enclosed registration/special needs request form(s), to the REVP's office **no later than March 15th, 2005**. The registration form will also serve as your credentials. Please return a **copy** of the registration/credentials/special needs request to the:

Regional Executive Vice-President, Ontario Region
Public Service Alliance of Canada
Suite 608, 90 Eglinton Avenue East
Toronto, Ontario M4P 2Y3

5) Hotel Accommodations

Please book your hotel room **directly** with the Renaissance Toronto Hotel. Their number is (416) 675-6100 or toll free 1(800) 630-2594. The convention rate is \$117.00 per night plus applicable taxes. The hotel has blocked off a number of rooms for PSAC members attending the convention, beginning Thursday, April 28th, (for those who are traveling greater distances and require accommodation the night prior to convention). Please try to complete your bookings **prior to April 1st, 2005**. Following that date, the hotel will release our unused block of rooms for sale to the general public. They will still continue to take your reservations, but it will then be subject to availability and not necessarily at the quoted convention rate.

6) Resolutions

As a reminder, as per Section 7, Sub-Section (3) (b), of the PSAC Ontario By-Laws, all resolutions are to be received by the PSAC Ontario Regional Executive Vice-President **no later than March 15th, 2005**. A copy of the PSAC Ontario By-Laws has been included in this package.

7) General

The business of the convention will be conducted in English. If you feel that in order to participate you will require simultaneous translation it will be provided upon request. You should indicate on the registration form whether there is a required need for simultaneous translation.

Sign language interpretation, alternate formats and other accommodation will be provided based on needs identified on the Special Needs Request Form. Please ensure your needs are identified otherwise we may not be able to provide adequate accommodation.

Details of the 3rd Triennial Convention agenda, rules of order and other documents will be distributed to delegates at the convention.

In Solidarity,

Gerry Halabecki
Regional Executive Vice-President, Ontario

Attachments: Registration/Credential/Delegate Assistance Form
Special Needs Request Form
PSAC Ontario By-Laws

c.c. NBoD